



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

29 APR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 144 – Central Acquisition, Reutilization, and Turn-in of Information Technology (IT) Equipment

1. **APPLICABILITY.** This memorandum applies only to TRADOC units subordinate to the United States Army Intelligence Center and Fort Huachuca (USAIC&FH).
2. **POLICY.** The USAIC&FH Information Management Office (IMO)/Digital Training Office (DTO) is the approval authority and point of contact for the purchase, reutilization, and turn-in of the following IT resources: Software, Desktop Computers, Laptop Computers, Servers, Monitors, Printers, Network Devices (Switches, Routers), Audio Visual Devices (Projectors, Plasma Screens, Smart boards, and Video Teleconference Equipment).
3. **PROCEDURES.** All purchase requests for any of the resources listed above must be submitted to the USAIC&FH IMO/DTO on an Information Technology Requirement (ITR) Form, FH Form 25-25-R-E. IMO/DTO will find the best source to purchase the equipment and provide a price quote to the requestor for the amount of purchase. The requesting organization will transfer funds to USAIC&FH G6/DTO to purchase the items. This centralized procurement method provides for a standard IT baseline across USAIC which simplifies maintenance and saves funds.
4. All requests for turn-in of software and IT equipment listed above must also be approved by the USAIC&FH IMO/DTO. The owning unit/organization will prepare a memorandum requesting approval for turn in, listing the equipment manufacturer, model, serial number, and description, including processor type and speed, monitor size, hard drive capacity and memory. The USAIC&FH IMO/DTO will determine if the equipment can be reused within USAIC&FH and will identify specific organizations with IT requirements that can be filled by this equipment or transfer the equipment to the IMO/DTO property book, the until such time as a suitable user is identified.
5. **PROPONENT.** LTC Martinez, Director DTO and USAIC&FH IMO, 533-0981.

BARBARA G. FAST
Major General, USA
Commanding

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